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4-28-2014

## Faculty Senate Agenda, April 28, 2014

Utah State University

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FACULTY SENATE

April 28, 2014

3:00 – 4:30 p.m.

Library 154

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**Agenda**

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- 3:00 Call to Order.....Yanghee Kim**  
Sign the Roll  
Approval of Minutes April 7, 2014
- 3:05 University Business.....Stan Albrecht, President**  
Noelle Cockett, Provost
- 3:25 Reports.....Yanghee Kim**  
1. Calendar Committee Report – Janis Boettinger  
2. EPC Items for April 2014 – Larry Smith  
3. Committee on Committees Report – Robert Schmidt
- 3:35 Information Item**  
1. Faculty Service Award.....Karen Mock
- 3:40 Unfinished Business**  
1. Reviews of Administrators.....Yanghee Kim  
2. Further Discussion of PTR Decision Points.....Yanghee Kim
- 4:10 New Business**  
1. Selection of new FSEC Members (College Caucus) right before adjournment. Senators must have served one year in the Senate to be eligible. Colleges needing an FSEC Member are: Agriculture & Applied Sciences, Arts, Humanities and Social Sciences, Natural Resources, Science, Libraries, Extension, and USU Eastern.
- 4:20 Concluding Remarks, Passing of the Gavel.....Yanghee Kim**
- 4:30 Caucus of Election of FSEC members, Adjournment.....Yanghee Kim**



**USU FACULTY SENATE  
MINUTES  
APRIL 7, 2014  
Merrill-Cazier Library, Room 154**

**Call to Order**

Yanghee Kim called the meeting to order at 3:00 pm. The minutes of September 9, 2013 were adopted.

**University Business – President Stan Albrecht, Noelle Cockett**

President Albrecht reported that they are now about 2/3 of the way to completing the visits with each college reporting on the post legislative outcomes. The presentations have been going well.

Provost Cockett discussed the references to Regional Campus and Distance Education (RCDE). She feels that the name of Distance Education is not an appropriate designation as it seems to denote a difference in the way things are done in classes on campus in Logan versus campuses in other locations. She would like, from here on out, to no longer refer to RCDE, but instead RCs to represent Regional Campuses. All four delivery methods, face to face, online, broadcast, and blended, are offered in Logan, and at all RCs, and at Eastern. Starting in Fall, the delivery method designation will be added to every class description for registration as well as the campus designation. There will be a single portal for registration for all classes. These name changes will be sent to PRPC. Online classes are now on the tuition table and the tuition plateau has been lowered to 12 – 18 credits.

**Reports**

**Professional Responsibilities and Procedures Committee Report – Stephen Bialkowski.** Some vacancies on committees have existed for more than a year. Committee on Committees is responsible for filling the positions. Senators are encouraged to volunteer for committees and chair positions.

**March EPC Items – Larry Smith.** Larry briefly highlighted one major item from the report, the creation of a new department. It will be called the Department of Nursing and Health Professions and will be housed in the Emma Eccles Jones College of Education. This department will include the nursing programs from the Regional Campus system, it will not affect the courses offered in partnership with Weber State.

A motion to approve the report agenda was made by Vince Wickwar and seconded by Robert Schmidt. The motion passed unanimously.

**Unfinished Business**

**PRPC Section 405.7.2(5) and 407.6.3(2) Notification date unification (second reading) – Stephen Bialkowski.**

A motion to approve this second reading was made by Jeanette Norton and seconded by Doug Jackson-Smith. The motion passed.

**PRPC Code Change 402.3.2 Add Assigned Teaching to List of Unavoidable Absences (Second Reading) – Stephen Bialkowski.**

A motion to approve this second reading was made by Steve Mansfield and seconded by Vince Wickwar. The motion passed.

**Discussion of Post Tenure Review Decision Points – Yanghee Kim.**

Doug Jackson-Smith moved to limit discussion to 10 minutes for each item, a second was received and the motion passed unanimously.

Yanghee reviewed the process and decisions previously made:

- *A post-tenure peer review committee will be held as a consequence of negative annual reviews that evaluate the multi-year performance of the faculty member.*
- *A peer review committee will be formed in a manner described in the current code.*

Discussion on further decisions to be made:

*1. Peer Review Committee Appointment:*

The peer review committee shall be appointed by

A. Mutual agreement of the dept. head and the faculty member. If agreement cannot be reached, the individual department, college, and/or University appeal or hearing procedures should be used to resolve disagreements, **OR**

B. Current code (405, page 30: “the committee appointed by the department head or supervisor in consultation with the faculty member...”).

This proposed change is a result of the discussion last month. The language of mutual agreement is used in several other places in code. A senator questioned what the procedures would be for the appeal or hearing procedure, section 407 would need to be reviewed and the process clarified. Senators were reminded that we are not writing or changing code today, only agreeing on ideas and directions to send to PRPC who will draft the code language and begin the formal code change process.

Jake Gunther made a motion to add an option C that the faculty member decides the composition of the peer committee membership. A second was received. The motion failed with 10 votes in favor of the motion and 33 votes opposing the motion.

Votes for option A: 45

Votes for option B: 2

*2. The Meaning of a Negative Annual Review:*

A *negative* review means that the faculty member under review fails to ‘discharge conscientiously and with professional competence the duties appropriately associated with his or her position (405.12.1)’. **Yes No**

This proposal is to clarify and specify the meaning of what a negative review is. This also uses existing code language. Doug Jackson-Smith explained the intent of the FSEC was to clarify that if there is a trigger to a peer review committee being formed, that the trigger references this standard. An affirmative vote on this point would be to ask PRPC to articulate clearly what a negative annual review means. A senator suggested the wording be changed to something like “the faculty member has been deemed to not be discharging ...etc.:. Rhonda Callister explained that someone may have a negative review and just not get a raise. Item #3 below allows a faculty member who disagrees with a negative review the ability to request a peer review committee. Item #4 below says that if a department head initiates a Professional Development Plan, a peer review committee would be required. This item simply defines what a negative review constitutes. The senate leadership is hesitant to specify a number of negative reviews that would trigger peer reviews. They feel there should be more room for individual departments to work with faculty and determine when this becomes appropriate. A department head would have to include in a review letter the language of “fails to discharge conscientiously...”

A senator motioned for more time for discussion, a second was received. A senator questioned what the metric is for evaluation. Other senators answered that the language is already in the code that departments must determine their own criteria for annual reviews and that should be left alone. The department is the appropriate place to look for this information and it should not be a centralized standard.

Votes Yes 45

Votes No 0

### *3) Faculty Appeal:*

When a faculty member disagrees with a negative annual review, the faculty member may choose to request a peer committee review. This request shall be submitted to the Dean or the authority above the department head. **Yes No**

This proposal is to establish a way for a faculty member to appeal if they do not agree with a negative review. Renee reminded the senate that a negative review is a formal declaration that you failed to discharge conscientiously and with professional competence your duties, NOT negative or critical comments. A senator questioned if the request of the faculty could be denied. The language should be changed to “choose to initiate a peer committee review”. It was also suggested the last sentence be completely removed (“This request shall be submitted to the Dean or authority above the department head”).

Doug Jackson-Smith commented that PRPC would need to specify that these are items that occur when it is triggered in a multi-year rolling window of negative reviews or when a department head initiates a professional development plan. A senator stated that when the code language is drafted it needs to be very specific that the window is a 3 year or a 5 year review. Yanghee asked if the discussion about the multi-year window could be covered later, separately from this item.

Yanghee called for a vote on this item, with the understanding the wording would be changed from request to initiate and specific language would be drafted by PRPC at a later time.

Votes Yes 48

Votes No 0

*4) Initiation of Professional Development Plan:*

If the department head initiates a professional development plan, as a consequence of annual reviews, the post-tenure peer review shall be held to conduct an evaluation of the multi-year performance of the faculty member. **Yes No**

A brief discussion on this item was begun, but due to time limitations a motion to table the issue until the next Faculty Senate meeting was made. Rhonda Callister seconded and the motion passed.

**New Business**

**Nomination/Election of Faculty Senate President-Elect – Robert Schmidt.** Robert opened nominations for Faculty Senate President-Elect. Terry Peak nominated Rhonda Callister and Scott Bates seconded. No other nominations were made. Robert closed nominations. Rhonda was elected by acclamation.

**Adjournment**

The meeting adjourned at 4:30 pm.

# **REPORT OF THE UTAH STATE UNIVERSITY CALENDAR COMMITTEE 2014**

## **Calendar Committee Members 2013-2014**

Janis Boettinger, Provost's Office – Chair  
Andi McCabe, Provost's Office – Co-Chair  
Deborah Arango, Graduate Student Senate  
Jennifer Barton, Classified Employee's Association  
Scott Bates, Faculty Senate  
Keith Christensen, Faculty Senate  
Stephanie Hamblin, University Advising  
Bill Jensen Sr., Registrar's Office  
Kimberly Larson, Professional Employee's Association  
Steven Mansfield, Faculty Senate  
John Mortensen, VP Student Services' Office  
Sydney Peterson, President's Office  
Tucker Smith, USU Student Association  
John Stevens, Faculty Senate  
Robert Wagner, Regional Campuses and Distance Education

## **Charge**

The Calendar Committee is charged with the responsibility of reviewing, evaluating, and recommending the University's academic calendar and employee holidays. The committee represents faculty, staff, students (undergraduate and graduate), Student Services, Regional Campuses and Distance Education, the Provost's Office, and the President's Office. The actions of this committee are ratified by the Executive Committee after review by the Faculty Senate.

## **Spring 2014 Calendar Committee Deliberations and Actions**

1. The committee recommends a proposal for employee holidays in 2017. When a holiday occurs on a weekend, an observed holiday is recommended on the closest possible weekday. (See Supporting Materials #1.)
2. Proposed changes in the academic calendar were discussed, including changing semester start and end dates and days, the length and timing of mid-semester breaks, and the length and timing of summer semester sessions. The committee invited Jana Doggett, Executive Associate Athletics Director, to attend the March 3, 2014, meeting to address the potential impacts of proposed changes to the academic calendar on Utah State Aggie Athletics.
3. The committee conducted a short survey via Qualtrics March 19-21, 2014, to gauge the opinions of students, faculty, and staff on the USU fall and spring academic calendars. An overview of the survey, summary of key findings, and graphical and tabular presentations of the results can be found at [http://www.usu.edu/provost/pdf/calendar\\_survey\\_results.pdf](http://www.usu.edu/provost/pdf/calendar_survey_results.pdf).

3. Based on survey results, the committee recommends academic calendar proposals for Fall semester 2017 and Spring semester 2018, following the traditional academic calendar at USU. (See Supporting Materials #2.)

4. The committee recommends a proposal for Summer semester 2017, adopting two consecutive 7-week sessions and one concurrent 14-week session for all USU campuses. This summer calendar replaces the recently implemented summer calendar consisting of one 4-week followed by one 7-week calendar for the Logan Campus and USU Eastern, and aligns with the summer calendar used by USU Regional Campuses and Distance Education. (See Supporting Materials #3.)

The two consecutive 7-week sessions in Summer semester should facilitate the academic advancement of existing USU students and the recruitment of new freshman. The first 7-week session should facilitate existing students to complete coursework immediately following Spring semester. The second 7-week session should facilitate the participation of student athletes, new freshman (all high school students should have graduated before the start of the second 7-week session), and transfer students.

5. The committee recommends revising the approved summer calendars for 2015 and 2016 to consist of two consecutive 7-week sessions and one concurrent 14-week session for all USU campuses. (See Supporting Materials #4.)

6. The committee recommends the elimination of Common Hour beginning academic year 2015-2016. Both students and faculty expressed concerns to the Calendar Committee that the MF 11:30-12:45 class schedule disrupts academics for a large number of students, which outweighs the potential benefits of the W 11:30-12:45 Common Hour. However, the committee also suggested soliciting feedback from USU Students Association (USUSA) before taking any action. Elimination of Common Hour would allow for the MWF schedule in fall and spring calendars to revert to the pre-2012-2013 class schedule.

Janis Boettinger (chair) and Andi McCabe (co-chair) attended the USUSA Executive Council meeting on March 25, 2014, to present the Calendar Committee's recommendation to eliminate Common Hour. After much discussion, the USUSA Executive Council concluded that feedback should be sought from students to gauge opinions on keeping Common Hour as currently scheduled, moving Common Hour to another day, e.g., Monday or Friday, or eliminating Common Hour. Boettinger suggested that the Calendar Committee and USUSA work together to develop and administer a suitable survey instrument that can assess the opinions of Common Hour by students, faculty, and staff.

The committee shall reconvene in early Fall 2014 to consider feedback from Faculty Senate, USUSA, and the survey results of students, faculty, and staff opinions on Common Hour.

## **Status**

This report resulted from deliberations at meetings of the Calendar Committee on January 31, March 3, and March 20, 2014. It will be considered by the Faculty Senate Executive Committee on April 14 and by the Faculty Senate on April 28, 2014.



### **Supporting Materials – See Following Pages**

1. Proposed Employee Holidays 2017.
2. Proposed Academic Calendar for Fall 2017-Spring 2018.
3. Proposed Academic Calendar for Summer 2017.
4. Proposed Revised Academic Calendars for Summer 2015 and Summer2016.

## 1. Proposed Employee Holidays 2017.

### 2017 Proposed Employee Holidays

New Year's Day (Observed)	Monday, January 2
Martin Luther King, Jr. Day	Monday, January 16
Presidents' Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Pioneer Day	Monday, July 24
Labor Day	Monday, September 4
Thanksgiving Break	Thursday, November 23 Friday, November 24
Holiday Break	Monday, December 25 Tuesday, December 26 Wednesday, December 27

# Utah State University

# 2017

## Proposed Employee Holidays

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## Notes

### 2017 Employee Holidays

2 January - New Year's Day (observed)  
 16 January - Martin Luther King, Jr.  
 20 February - Presidents' Day  
 29 May - Memorial Day  
 4 July - Independence Day  
 24 July - Pioneer Day  
 4 September - Labor Day  
 23-24 November - Thanksgiving  
 25 December - Christmas Day  
 26-27 December - (Christmas Break)

## 2. Proposed Academic Calendar for Fall 2017-Spring 2018.

Fall Semester 2017 (70 instructional days, 5 test days)	
Classes Begin	August 28 (M)
Labor Day	September 4 (M)
Friday Class Schedule	October 12 (Th)
Fall Break	October 13 (F)
Thanksgiving Holiday	November 22 - 24 (W - F)
Classes End	December 8 (F)
Final Examinations	December 11 - 15 (M - F)
Spring Semester 2018 (73 instructional days, 5 test days)	
Classes Begin	January 8 (M)
Martin Luther King, Jr. Day	January 15 (M)
Presidents' Day	February 19 (M)
Monday Class Schedule	February 20 (Tu)
Spring Break	March 5 - 9 (M - F)
Classes End	April 27 (F)
Final Examinations	April 30 - May 4 (M - F)
Commencement	May 4 - 5 (F - Sa)

# Utah State University

## 2017-2018

### Proposed Academic Calendar

Fall Semester has **70** instruction days  
Spring Semester has **73** instruction days

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### Notes

#### Fall 2017

August 28, First Day of Classes

September 4, Labor Day Holiday

October 12, Friday Class Schedule

October 13, Fall Break

November 22-24, Thanksgiving Break

December 8, Last Day of Classes

December 11-15, Final Examinations

#### Spring 2018

January 1, New Year's Day Observed

January 8, First Day of Classes

January 15, M.L. King, Jr. Holiday

February 19, Presidents' Day

February 20, Monday Class Schedule

March 5-9, Spring Break

April 27, Last Day of Classes

April 30-May 4, Final Examinations

May 4-5, Commencement

### 3. Proposed Academic Calendar - Summer 2017

Summer Semester 2017	
7-week Session #1	May 8 – June 23 (M-F; 33 instr. days, 1 test day)
7-week Session #2	June 26 – August 11 (M-F; 32 instr. days, 1 test day)
14-week Session	May 8 – August 11 (M-F; 66 instr. Days, 1 test day)
Summer Session Holidays	May 29 Memorial Day (M); July 4 Independence Day (Tu); July 24 Pioneer Day (M)

# Utah State University

# 2017

## Proposed Summer Calendar

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## Notes

Graduation May 5 & 6

### Summer 2017

#### 14-Week Session

65 instructional days, 1 test day

May 8, First Day of Classes

August 11, Last Day of Classes

#### 1st 7-Week Session

33 instructional days, 1 test day

May 8, First Day of Classes

June 23, Last Day of Classes

#### 2nd 7-Week Session

32 instructional days, 1 test day

June 26, First Day of Classes

August 11, Last Day of Classes

#### Summer Holidays:

May 29 - Memorial Day

July 4 - Independence Day

July 24 - Pioneer Day

#### Fall Semester Begins

August 28

#### 4. Proposed Revisions to Summer Calendar 2015 and Summer Calendar 2016.

Summer Session 2015	
7-week Session #1	May 11 – June 26 (M-F; 33 instr. days, 1 test day)
7-week Session #2	June 29 – August 14 (M-F; 32 instr. days, 1 test day)
14-week Session	May 11 – August 14 (M-F; 65 instr., 2 test days)
Summer Session Holidays	May 25 Memorial Day (M); July 3 Independence Day (Observed; F); July 24 Pioneer Day (F)
Summer Session 2016	
7-week Session #1	May 9 – June 24 (M-F; 33 instr. days, 1 test day)
7-week Session #2	June 27 – August 12 (M-F; 32 instr. days, 1 test day)
14-week Session	May 9 – August 12 (M-F; 65 instr., 2 test days)
Summer Session Holidays	May 30 Memorial Day (M); July 4 Independence Day (M); July 25 Pioneer Day (Observed; M)



# Utah State University

# 2015

## Proposed Summer Calendar (revised)

March 15						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 15						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 15						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 15						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 15						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

July 15						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
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November 15						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 16						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 15						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

August 15						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 15						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
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27	28	29	30	31		

April 16						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Notes

**Graduation May 1 & 2**

**Summer 2015**

**14-Week Session**

65 instructional days, 1 test day

**May 11, First Day of Classes**

**August 14, Last Day of Classes**

**1st 7-Week Session**

33 instructional days, 1 test day

**May 11, First Day of Classes**

**June 26, Last Day of Classes**

**2nd 7-week Session**

32 instructional days, 1 test day

**June 29, First Day of Classes**

**August 14, Last Day of Classes**

**Summer Holidays:**

**May 25 - Memorial Day**

**July 3 - Independence Day (Observed)**

**July 24 - Pioneer Day**

**Fall Semester Begins**

**August 31**

# Utah State University

# 2016

## Proposed Summer Calendar (revised)

March 16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 16						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

September 16						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
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January 17						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

June 16						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

July 16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## Notes

Graduation May 6 & 7

### Summer 2016

#### 14-Week Session

65 instructional days, 1 test day

May 9, First Day of Classes

August 12, Last Day of Classes

#### 1st 7-Week Session

33 instructional days, 1 test day

May 9, First Day of Classes

June 24, Last Day of Classes

#### 2nd 7-Week Session

32 instructional days, 1 test day

June 27, First Day of Classes

August 12, Last Day of Classes

#### Summer Holidays:

May 30 - Memorial Day

July 4 - Independence Day

July 25 - Pioneer Day (Observed)

#### Fall Semester Begins

August 29

## **Report from the Educational Policies Committee April 7, 2014**

The Educational Policies Committee met on April 3, 2014. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page<sup>1</sup> and are available for review by the members of the Faculty Senate and other interested parties. During the April meeting of the Educational Policies Committee, the following actions were taken:

1. Approval of the report from the Curriculum Subcommittee meeting of April 3, 2014 which included the following actions:
  - The Curriculum Subcommittee approved 63 requests for course actions, plus all of Eastern's courses converted from their Northstar system to the USU Banner system.
  - A request from the School of Applied Sciences, Technology and Education in conjunction with to offer a Bachelor of Science degree in Business Education through the Regional Campuses and Distance Education system was approved.
  - A request from the Jon M Huntsman School of Business to change the names of three specializations under the Master of Business Administration was approved.
  - A request from the Landscape Architecture and Environmental Planning Department to offer a Landscape Architecture Minor was approved.
  - A request from the Department of Music to offer a Bachelor of Arts in Music degree was approved pending minor revisions.
  - Ed Reeve was elected as the 2014-15 Curriculum Subcommittee Chair
2. Approval of the report from the Academics Standards Subcommittee of February 13, 2014 (there was no March 20, 2014 meeting). Of note:

### **60% Policy – Last day to Withdrawal with W, and last day for Pass/Fail**

There was a discussion of how the deadline for "last day to withdrawal with W, P/F" was calculated. USU has been using instruction days; in contrast, calendar days are used for federal guidelines. A proposal to use to the federal guidelines for calculating last day to withdrawal with W, P/F was approved. Specifically, the motion was to calculate 60% of the term based on calendars days for the purposes of withdrawal with a W and pass/fail. This will only shift the "last day" a few days and will align with the schedule of federal financial aid, significantly benefiting students.

## **Complete Withdrawal Policy**

A motion to revise policy on early semester, mid-semester, late-semester withdrawal, and attendance to reflect actual practice was approved. The revised General Catalog language is (changes are in red):

### **STUDENTS MAY BE DROPPED FOR NONATTENDANCE**

*If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. **(This does not remove responsibility from the student to drop courses which he or she does not plan to attend.)** This option is typically used for classes that are full and the instructor is trying to make a seat available for another student, but may be considered for other courses. Requests must be made during the first 20 percent of the course and will be considered on an individual student basis. Students who are dropped from courses will be notified by the Registrar's Office through their preferred e-mail account.*

### **DROPPING COURSES**

*Students may drop a course without notation on the permanent record through the first 20 percent of the class. (Check the Registration Calendar for exact dates.) **A student may not drop all of his or her classes without applying for a Semester Withdrawal.***

### **WITHDRAWING FROM COURSES**

*If a student drops a course following the first 20 percent of the class, **it is considered a withdrawal and** a W grade will permanently be affixed to the student's record. Under normal circumstances, a student may not withdraw from a course after 60 percent of the ~~class is completed~~ **term as defined by federal financial aid guidelines** (Check the Registration Calendar for exact dates.) **A student may not withdraw from all of his or her classes without applying for a Semester Withdrawal.***

### **LATE COURSE WITHDRAWAL**

*In extenuating circumstances in which a **semester** withdrawal or an incomplete grade is not deemed the best action to take, a student may petition for a Late Withdrawal up through the last day of classes. The term "extenuating circumstances" includes: (1) incapacitating illness that prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies as deemed appropriate by the instructor. Students requesting a late withdraw must submit a Petition for Late Withdrawal to the Registrar's Office. The student must attach a typed appeal stating an explanation and justification for the desired withdrawal(s). Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost of the petition is \$20, which is a nonrefundable processing fee and does not guarantee approval.*

*Students with extenuating circumstances should refer to the **Semester** Withdrawal policy and the Incomplete (I) Grade policy.*

### **SEMESTER WITHDRAWAL**

For most undergraduate students, a **semester** withdrawal is initiated at a website for change of enrollment: <http://www.usu.edu/loa>. Undergraduate international students must file a **semester** withdrawal offline, in person by going to International Education in the Office of Global Engagement, Military Science 115. Matriculated graduate students who wish to withdraw completely must present their case to the School of Graduate Studies Office, Main 164. The date of the official withdrawal is the date the withdrawal form letter is received.

**Early Semester Withdrawal.** Students who withdraw from a semester before 20 percent of the semester is completed (check the Registration Calendar for exact dates) do not need to reapply for admission when they return, as long as they re-enroll within a year. Students' transcripts will not show any indication of participation during the semester and they may be eligible for a tuition refund.

**Mid-Semester Withdrawal.** Students who withdraw from a semester between 20 percent and 60 percent of the semester is completed (check the Registration Calendar for exact dates), do not need to reapply for admission when they return, as long as they re-enroll within a year. A W grade will permanently be affixed to the student's record for each of the course withdrawals. These students do not qualify for a tuition refund.

**Late Semester Withdrawal.** Students who withdraw from a semester after 60 percent of the semester is completed (check the Registration Calendar for exact dates) will have W grades permanently affixed to their record for each of the course withdrawals. These students also do not qualify for a tuition refund. These students will be processed as follows:

- **Students on academic probation or students who have previously been suspended,** will be suspended from the University. Not counting the semester for which students are withdrawing, students who have been suspended once may apply for readmission after an additional one-semester layout at USU Eastern or a two-semester layout at USU. Students who have been suspended two times may apply for readmission to the University following a layout of one full calendar year.
- **All other students** who have a late semester withdrawal do not need to reapply for admission when they return, as long as they reenroll within a year.
- During their academic career, students may have a late semester withdrawal a maximum of two times.

3. Approval of the report from the General Education Subcommittee meeting of March 18, 2014.

- The following General Education courses and syllabi were approved:

HIST 3751 (DHA/CI) DHA  
STAT 1045 (QL) QL  
USU 1340 (BSS, Jennifer Truschka)

- Proposed revisions to the criteria for communication intensive (CI), quantitative literacy (QL), and quantitative intensive (QI) courses in the General Catalog by subcommittees for CI and QI were approved. The CI criteria adopted the use of more assertive verbs, allowed for accommodations based on possibility of student learning disabilities, and clarified the appropriate balance of oral and written communication based on discipline and course content. QI criteria adopted broader language including and/or statements to introduce flexibility, substitution of “quantitative” for “mathematical” in the criteria, and requiring the acknowledgment of the limitations of quantitative tools. The revised General Catalog Language will now be:

# Criteria for Communication Intensive Courses

## Philosophy

The purpose of Communication Intensive courses is to help students achieve proficiency in both written and oral communication in a manner that is appropriate to their major discipline. Although CI courses must meet specific criteria, there are many possibilities for how those criteria may be achieved. CI courses may use a range of artistic and technological forms of communication.

All CI courses must help students engage productively, responsibly, and thoughtfully in written and oral communication. CI courses are also intended to be discipline-specific, letting students simultaneously attain communication fluency goals while they learn communication forms most appropriate to their discipline

Communication Literacy (CL) goals are met by taking English 1010 and English 2010 (CL courses) and two Communication Intensive (CI) courses. Communication Intensive courses are designed to follow, and build upon, English 1010 and English 2010. Therefore all Communication Intensive courses should have English 2010 as a prerequisite.

## Communication Intensive Course Criteria

All Communication Intensive courses must:

1. Be an upper division course.
2. Require both written and oral communication.
3. Require a significant quantity of written and oral communication as demonstrated by the outcomes, assignments, and assessment in the course.
4. Have an individual writing component.
5. Incorporate communication/learning components that reinforce effective two-way communication skills appropriate for discipline-specific audiences.

6. Allow for continued improvement through opportunities for revision, and/or multiple assignments.

Communication Intensive courses are encouraged to:

1. Utilize collaborative forms of communication.
2. Be explicit with students about how the discipline communicates and invite them into its ways of communication.
3. Utilize a wide variety of communication forms and media.
4. Incorporate communication activities that are appropriate for a wide variety of disciplinary audiences.

## **Communication Intensive Implementation Ideas**

To clarify Communication Intensive requirements listed above, and to encourage thinking “outside the box,” we list some key terms below and suggest a variety of ways to implement them.

### **Continual Improvement:**

1. Students may write multiple drafts of a single paper, with the opportunity to implement feedback and suggestions in the final paper.
2. The instructor may assign several papers of the same type. Constructive feedback is provided on the early assignments so students can apply this information to succeeding assignments.
3. The student may be offered the opportunity to revise a paper after it has been graded.

### **Feedback:**

1. Feedback is response to student writing in the form of constructive criticism and suggestions for improvement.
2. Feedback can come from peers, the instructor, or Graduate Assistants, Writing Fellows, Undergraduate Teaching Fellows, external audiences, or others.
3. Feedback may be oral or written.

### **Oral Communication:**

Students may communicate orally in a wide variety of formats. Some examples include the following:

1. Make a formal presentation to a class or subgroup of a class, an outside audience, or the instructor.
2. Make a formal presentation using video format or other presentation software.
3. Perform in a dramatic presentation or other oral reading.
4. Participate in structured in-class debates with assigned roles.
5. Lead structured discussions synthesizing class materials and audience responses.

**Collaboration:**

1. Collaboration includes an occasion in which students talk to, or work with each other, a client outside the classroom, or an instructor to produce something.
2. Collaboration can include occasions in which students provide feedback on each other's work.

## **Criteria for Quantitative Literacy and Quantitative Intensive Courses**

### **Quantitative Literacy**

Students may satisfy the Quantitative Literacy requirement by completing Mathematics 1030, Quantitative Literacy (3 credits), Statistics 1040, Introduction to Statistics (3 credits), Statistics 1045 Introduction to Statistics with Elements of Algebra (5 credits) or Mathematics 1050 (3 or 4 credits), College Algebra. All of the courses in the mathematics General Education curriculum require high school Mathematics 1, 2, and preferably 3 as prerequisites. Students also may satisfy the requirement by completing at least one institutionally approved mathematics course which fits with their intended major (a course at the level of college algebra or which requires college algebra as a prerequisite). USHE institutions may determine if an ACT, SAT or placement examination score is sufficiently high enough to waive the Quantitative Literacy requirements. (Regents' Policy 470.3.20).

### **Quantitative Intensive**

Courses used to satisfy University Studies Quantitative Intensive [QI] requirements should build on material from MATH 1030 (Quantitative Reasoning), STAT 1040 (Introduction to Statistics), STAT 1045 (Introduction to Statistics with Elements of Statistics) MATH 1050 (College Algebra) or other approved courses. QI courses must have a substantial quantitative component, which, in some form, furthers the quantitative literacy goals of University Studies, improving their fluency in the use of quantitative methods

They should expect students to demonstrate ability to use:

1. Mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
2. Quantitative information symbolically, visually numerically and/or verbally.
3. Arithmetical, and/or algebraic and/or geometric, and/or statistical methods to solve problems.



4. Estimates to check answers to quantitative problems in order to determine reasonableness, identify alternatives, and select optimal results.

And

5. QI courses should address the limits of mathematical and statistical methods.

## **2013-2014 Committee on Committees Annual Report for the Faculty Senate**

### Members:

Daniel Davis ([daniel.davis@usu.edu](mailto:daniel.davis@usu.edu))

Sheri Haderlie ([sheri.haderlie@usu.edu](mailto:sheri.haderlie@usu.edu))

Robert Schmidt, Chair ([robert.schmidt@usu.edu](mailto:robert.schmidt@usu.edu))

### Significant activities:

- Sheri Haderlie was elected by the Faculty Senate to replace Jeanette Norton on the CoC.
- A report was made to the Faculty Senate regarding attendance at Faculty Senate meetings, attendance requirements to maintain membership, the process for documenting absences with the FS Executive Secretary, and the suggestion that “scheduled teaching” be added to the Faculty Code under 402.3.2 as an “unavoidable absence.” This Faculty Code change was assigned to PRPC and then approved by a vote of the Faculty Senate.
- The CoC is currently working with the USU’s Colleges, USU Eastern, Cooperative Extension, Regional Campuses, Libraries, and the President’s office to fill open Faculty Senate, FS Alternate, AFT, BFW, PRPC, EPC, FEC, and FDDE positions. The election of an “adequate” number of FS Alternates was emphasized. Following these elections, we will begin work on FS committee appointments.

Utah State University						
Faculty Senate Member Roster by College 2014-2015						
						Updated 4/21/2014
NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Hatch, Royce		<a href="mailto:royce.hatch@usu.edu">royce.hatch@usu.edu</a>	2015	Agriculture & Applied Sciences	2300	7-1928
Lavoie, Caroline		<a href="mailto:caroline.lavoie@usu.edu">caroline.lavoie@usu.edu</a>	2017	Agriculture & Applied Sciences	4005	7-0505
Lawver, Becki		<a href="mailto:rebecca.lawver@usu.edu">rebecca.lawver@usu.edu</a>	2016	Agriculture & Applied Sciences	2300	7-1254
Nemere, Ilka	2	<a href="mailto:ilka.nemere@usu.edu">ilka.nemere@usu.edu</a>	2015	Agriculture & Applied Sciences	8700	73286
Norton, Jeanette		<a href="mailto:jeanette.norton@usu.edu">jeanette.norton@usu.edu</a>	2015	Agriculture & Applied Sciences	4820	7-2166
Shirley, Lindsey		<a href="mailto:lindsey.shirley@usu.edu">lindsey.shirley@usu.edu</a>	2017	Agriculture & Applied Sciences	2920	7-3410
Walsh, Marie	2	<a href="mailto:marie.walsh@usu.edu">marie.walsh@usu.edu</a>	2016	Agriculture & Applied Sciences	8700	7-2177
Brott, Leslie		<a href="mailto:leslie.brott@usu.edu">leslie.brott@usu.edu</a>	2017	Arts	4025	7-3139
Murphy, Daniel	2	<a href="mailto:dan.murphy@usu.edu">dan.murphy@usu.edu</a>	2017	Arts	4000	7-7372
Omasta, Matt		<a href="mailto:matt.omasta@usu.edu">matt.omasta@usu.edu</a>	2017	Arts	4025	7-3103
Fiefia, Doug	s,2	<a href="mailto:douglas.fiefia@usu.edu">douglas.fiefia@usu.edu</a>	2015	USU/SA President	0105	7-1723 or 801-808-4853
Ditto, Matthew	s	<a href="mailto:matthew.ditto@aggiemail.usu.edu">matthew.ditto@aggiemail.usu.edu</a>	2015	USU/SA Executive Vice President	0105	801-884-3198
Hastings, Derek	s	<a href="mailto:d.hastings@aggiemail.usu.edu">d.hastings@aggiemail.usu.edu</a>	2015	ASUSU Grad. Student Senator	0105	424-251-2784
Callister, Ronda		<a href="mailto:ronda.callister@usu.edu">ronda.callister@usu.edu</a>	2016	Business, FS President-Elect	3555	7-1905
McEvoy, Glenn	e, 2	<a href="mailto:glenn.mcevoy@usu.edu">glenn.mcevoy@usu.edu</a>	2015	Business	3510	7-2375
Kannan, Vijay		<a href="mailto:vijay.kannan@usu.edu">vijay.kannan@usu.edu</a>	2017	Business	3555	7-7212
Skousen, Chris		<a href="mailto:chris.skousen@usu.edu">chris.skousen@usu.edu</a>	2015	Business	3540	7-2429
	c		Ex Officio	Chair AFT		
Stephens, Alan	c	<a href="mailto:alan.stephens@usu.edu">alan.stephens@usu.edu</a>	Ex Officio	Chair BFW	3565	7-2367
	c		Ex Officio	Chair FDDE		
	c		Ex Officio	Chair FEC		
			Ex Officio	Chair PRPC		
Bates, Scott	2	<a href="mailto:scott.bates@usu.edu">scott.bates@usu.edu</a>	2015	Education & Human Services	2810	7-2975
Dew, Jeffrey		<a href="mailto:jeff.dew@usu.edu">jeff.dew@usu.edu</a>	2016	Education & Human Services	2705	7-9184
Gallagher, Renee	e	<a href="mailto:renee.gallagher@usu.edu">renee.gallagher@usu.edu</a>	2015	Education & Human Services	2810	7-3391
Haderlie, Sheri	2	<a href="mailto:sheri.haderlie@usu.edu">sheri.haderlie@usu.edu</a>	2016	Education & Human Services	2830	435-764-8764
Lott, Kimberly		<a href="mailto:kimberly.lott@usu.edu">kimberly.lott@usu.edu</a>	2016	Education & Human Services	2805	7-1103
Mohr, Kathleen (Kit)		<a href="mailto:kathleen.mohr@usu.edu">kathleen.mohr@usu.edu</a>	2016	Education & Human Services	2805	7-3946
Kim, Yanghee	e	<a href="mailto:yanghee.kim@usu.edu">yanghee.kim@usu.edu</a>	2013	Education & Human Services, FS Past Pres.	2830	7-2653
Walker, Andy	2	<a href="mailto:andy.walker@usu.edu">andy.walker@usu.edu</a>	2015	Education & Human Services	2830	7-2614
Agblevor, Foster		<a href="mailto:foster.agblevor@usu.edu">foster.agblevor@usu.edu</a>	2015	Engineering	4105	7-9268
Barr, Paul		<a href="mailto:paul.barr@usu.edu">paul.barr@usu.edu</a>	2017	Engineering	4110	7-8249
Britt, David		<a href="mailto:david.britt@usu.edu">david.britt@usu.edu</a>	2016	Engineering	4105	7-2158
Gunther, Jake	e	<a href="mailto:jake.gunther@usu.edu">jake.gunther@usu.edu</a>	2016	Engineering	4120	7-7229
Halling, Marv		<a href="mailto:marv.halling@usu.edu">marv.halling@usu.edu</a>	2016	Engineering	4110	7-3179
Qi, Xiaojun		<a href="mailto:xiaojun.qi@usu.edu">xiaojun.qi@usu.edu</a>	2016	Engineering	4205	7-8155
Beddes, Taun	2	<a href="mailto:taun.beddes@usu.edu">taun.beddes@usu.edu</a>	2016	Extension (Logan)	4900	435-752-6263
Heflebower, Rick		<a href="mailto:rick.h@usu.edu">rick.h@usu.edu</a>	2017	Extension (Washington Co. St George)	4900	435-634-2690
Memmott, Margie	2	<a href="mailto:margie.memmott@usu.edu">margie.memmott@usu.edu</a>	2017	Extension (Juab Co., Nephi)	4900	435-623-3451
Pace, Michael	2	<a href="mailto:mike.pace@usu.edu">mike.pace@usu.edu</a>	2016	Extension (Brigham City)	4900	435-695-2541
Patterson, Ron	2	<a href="mailto:ron.patterson@usu.edu">ron.patterson@usu.edu</a>	2017	Extension (Carbon Co. Ext. Off.)		435-636-3233
Brasileiro, Marcus		<a href="mailto:marcus.brasileiro@usu.edu">marcus.brasileiro@usu.edu</a>	2015	Humanities & Social Science	0720	7-8539
Culver, Lawrence		<a href="mailto:lawrence.culver@usu.edu">lawrence.culver@usu.edu</a>	2016	Humanities & Social Science	0710	7-3101
Jackson-Smith, Doug	e,2	<a href="mailto:doug.jackson-smith@usu.edu">doug.jackson-smith@usu.edu</a>	2015	Humanities & Social Science	0730	7-0582
Lyons, Michael		<a href="mailto:michael.lyons@usu.edu">michael.lyons@usu.edu</a>	2015	Humanities & Social Science	0725	7-1312
Peak, Terry		<a href="mailto:terry.peak@usu.edu">terry.peak@usu.edu</a>	2015	Humanities & Social Science	0730	7-4080
Moeller, Ryan		<a href="mailto:rylish.moeller@usu.edu">rylish.moeller@usu.edu</a>	2017	Humanities & Social Science	3200	7-8637
Spicer-Escalante, JP		<a href="mailto:jp.spicer@usu.edu">jp.spicer@usu.edu</a>	2015	Humanities & Social Science	0720	7-0709
Waugh, Charles		<a href="mailto:charles.waugh@usu.edu">charles.waugh@usu.edu</a>	2016	Humanities & Social Science	3200	73481
Davis, Dan		<a href="mailto:daniel.davis@usu.edu">daniel.davis@usu.edu</a>	2015	Libraries	3000	7-0890
Fagerheim, Britt		<a href="mailto:britt.fagerheim@usu.edu">britt.fagerheim@usu.edu</a>	2017	Libraries	3000	7-2643
				Natural Resources		
				Natural Resources		
				Natural Resources		
Archuleta, Martha		<a href="mailto:martha.archuleta@usu.edu">martha.archuleta@usu.edu</a>	2016	RCDE (Salt Lake)	5100	385-646-5576
Garner, Dennis		<a href="mailto:dennis.garner@usu.edu">dennis.garner@usu.edu</a>	2017	RCDE (Uintah Basin)	5100	435-722-1713
Mueller, Robert	e	<a href="mailto:robert.mueller@usu.edu">robert.mueller@usu.edu</a>	2016	RCDE (Tooele)	5100	435-882-6611
Bernhardt, Scott		<a href="mailto:scott.bernhardt@usu.edu">scott.bernhardt@usu.edu</a>	2017	Science	5305	7-3721
Bialkowski, Stephen	2	<a href="mailto:stephen.bialkowski@usu.edu">stephen.bialkowski@usu.edu</a>	2016	Science	0300	7-1907
Brown, David		<a href="mailto:david.e.brown@usu.edu">david.e.brown@usu.edu</a>	2016	Science	3900	7-3224
Evans, Ted	2	<a href="mailto:ted.evans@usu.edu">ted.evans@usu.edu</a>	2017	Science	5305	7-2552

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Lowry, Tony	2	<a href="mailto:tony.lowry@usu.edu">tony.lowry@usu.edu</a>	2017	Science	4505	7-7096
Stevens, John		<a href="mailto:John.r.stevens@usu.edu">John.r.stevens@usu.edu</a>	2015	Science	3900	7-2818
Wickwar, Vince	e, 2	<a href="mailto:vincent.wickwar@usu.edu">vincent.wickwar@usu.edu</a>	2015	Science	4405	7-3641
Hassell, Betty		<a href="mailto:betty.hassell@usu.edu">betty.hassell@usu.edu</a>	2016	USU Eastern (Price)	RVS174	435-613-5270
Henrie, Scott/Weber, Scott			2017	USU Eastern (Price)		
Larson, Don		<a href="mailto:don.larson@usu.edu">don.larson@usu.edu</a>	2016	USU Eastern (Blanding)	AdmBldg	435-678-8121
Olsen, Jason	2	<a href="mailto:jason.olsen@usu.edu">jason.olsen@usu.edu</a>	2017	USU Eastern (Price)	WIB 228	435-613-5329
Albrecht, Stan L.	e	<a href="mailto:stan.albrecht@usu.edu">stan.albrecht@usu.edu</a>	Ex Officio	USU President	1400	7-7172
Cockett, Noelle	e	<a href="mailto:noelle.cockett@usu.edu">noelle.cockett@usu.edu</a>	Ex Officio	USU Provost	1435	7-1167
Allen, John	p	<a href="mailto:john.allen@usu.edu">john.allen@usu.edu</a>	2015	Dean Humanities/Soc. Sci.	0700	7-1195
Cowley, David	p	<a href="mailto:dave.cowley@usu.edu">dave.cowley@usu.edu</a>	2015	VP Business/Finance	2400	7-1146
Dillingham-Evans, Donna	p	<a href="mailto:donna.dillingham-evans@usu.edu">donna.dillingham-evans@usu.edu</a>	2015	Dean/Exec. Dir. Statewide Ed Ctrs. Campuses	5100	435-882-6611
Foley, Beth	p	<a href="mailto:beth.foley@usu.edu">beth.foley@usu.edu</a>	2015	Dean Education & Human Serv.	2800	7-1470
Hailey, Christine	p	<a href="mailto:chris.hailey@usu.edu">chris.hailey@usu.edu</a>	2015	Dean Engineering	4100	7-3332
McLellan, Mark	p	<a href="mailto:mark.mclellan@usu.edu">mark.mclellan@usu.edu</a>	2015	VP Research/Dean Grad Studies	1450	7-1180
Morales, James	p	<a href="mailto:james.morales@usu.edu">james.morales@usu.edu</a>	2015	VP for Student Services	0175	7-0226
White, Ken	p	<a href="mailto:ken.white@usu.edu">ken.white@usu.edu</a>	2015	Dean Agriculture & Applied Sciences/VP Ext.	4900	7-2201

Notes: 2 = serving a second term

a = appointed to complete some else's term

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (Shaded green)

s = student representative (shaded blue)

red = newly elected

#### Faculty Senate Alternate Roster by College 2014-2015

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Carman, John		<a href="mailto:john.carman@usu.edu">john.carman@usu.edu</a>	2016	Agriculture & Applied Sciences	4820	7-2238
Isom, Clay		<a href="mailto:clay.isom@usu.edu">clay.isom@usu.edu</a>	2015	Agriculture & Applied Sciences	4815	7-8114
Oladi, Reza	2	<a href="mailto:reza.oladi@usu.edu">reza.oladi@usu.edu</a>	2017	Agriculture & Applied Sciences	4835	7-8196
Hill, Nancy		<a href="mailto:nancy.hills@usu.edu">nancy.hills@usu.edu</a>	2016	Arts	4025	7-3049 or 435-753-1995
Mansfield, Steve		<a href="mailto:steven.mansfield@usu.edu">steven.mansfield@usu.edu</a>	2017	Arts	2910	7-1566
Urquhart, Sarah		<a href="mailto:sarah.urquhart@usu.edu">sarah.urquhart@usu.edu</a>	2016	Arts	2910	7-3348
Feigenbaum, Jim		<a href="mailto:j.feigenbaum@usu.edu">j.feigenbaum@usu.edu</a>	2015	Business	3565	7-2316
Gilbert, John		<a href="mailto:jgilbert@usu.edu">jgilbert@usu.edu</a>	2016	Business	3565	7-2314
Stephens, Alan		<a href="mailto:alan.stephens@usu.edu">alan.stephens@usu.edu</a>	2016	Business	3565	7-2367
Belland, Brian		<a href="mailto:brian.belland@usu.edu">brian.belland@usu.edu</a>	2017	Education & Human Services	2830	7-2535
Camicia, Steven	2	<a href="mailto:steven.camicia@usu.edu">steven.camicia@usu.edu</a>	2015	Education & Human Services	2805	801-518-3193
Fronske, Hilda		<a href="mailto:hilda.fronske@usu.edu">hilda.fronske@usu.edu</a>	2015	Education & Human Services	2905	7-1545
Baktur, Reyhan		<a href="mailto:reyhan.baktur@usu.edu">reyhan.baktur@usu.edu</a>	2016	Engineering	4120	7-2955
Smith, Barton		<a href="mailto:bsmith@engineering.usu.edu">bsmith@engineering.usu.edu</a>	2017	Engineering	4130	
Heaton, Kevin		<a href="mailto:kevin.heaton@usu.edu">kevin.heaton@usu.edu</a>	2017	Extension (Garfield Co. Ext. Panguitch)	4900	435-644-4918
Olsen, Shawn		<a href="mailto:shawn.olsen@usu.edu">shawn.olsen@usu.edu</a>	2016	Extension (Davis Co. Ext.)	4900	801-451-3402
Proctor, Debbie	2	<a href="mailto:debra.proctor@usu.edu">debra.proctor@usu.edu</a>	2017	Extension (Wasatch Co. Ext.)	4900	435-657-3234
Champagne, Brian		<a href="mailto:brian.champagne@usu.edu">brian.champagne@usu.edu</a>	2016	CHaSS	4805	7-3220
Schwabe, Claudia		<a href="mailto:claudia.schwabe@usu.edu">claudia.schwabe@usu.edu</a>	2015	CHaSS	0720	7-8624
Thoms, Josh		<a href="mailto:joshua.thoms@usu.edu">joshua.thoms@usu.edu</a>	2017	CHaSS	0720	7-9065
Shrode, Flora		<a href="mailto:flora.shrode@usu.edu">flora.shrode@usu.edu</a>	2017	Libraries	3000	7-8033
Jenkins, Mike		<a href="mailto:mike.jenkins@usu.edu">mike.jenkins@usu.edu</a>	2016	Natural Resources	5230	7-2531
Barta, Jim		<a href="mailto:jim.barta@usu.edu">jim.barta@usu.edu</a>	2015	RCDE (Blanding)		801-678-8512
Petersen, Michael		<a href="mailto:michael.petersen@usu.edu">michael.petersen@usu.edu</a>	2017	RCDE (Tooele)	5100	435-882-6611
Shen, T.C.		<a href="mailto:tcshen@usu.edu">tcshen@usu.edu</a>	2015	Science	4415	7-7852
Perez, Elias		<a href="mailto:elias.perez@usu.edu">elias.perez@usu.edu</a>	2015	USU Eastern (Price)	WIB114	435-613-5251
Powell, Rob		<a href="mailto:rob.powell@usu.edu">rob.powell@usu.edu</a>	2017	USU (Price)	RVS 146	435-613-5432
Lawver, Becki		<a href="mailto:rebecca.lawver@usu.edu">rebecca.lawver@usu.edu</a>	2016	Parliamentarian	2300	7-1254

## FACULTY SENATE STANDING COMMITTEES

EXCERPTS FROM FACULTY CODE/SENATE HANDBOOK

### Faculty Senate Executive Commit

last updated 4/18/14

College	2014-2015	2015-2016	2016-2017	2017-2018
President	Doug Jackson-Smith	Ronda Callister		
President-Elect	Ronda Callister			
Past-President	Yanghee Kim	Doug Jackson-Smith		
Agriculture/ Applied Sciences				
Business	Ronda Callister			
CCA				
CHaSS				
Education & Human Services	Yanghee Kim			
Engineering	Jake Gunther			
Natural Resources				
Science				
Libraries				
Extension				
Regional Campus & Distance Ed.	Robert Mueller			
USU Eastern				
<b>elected</b> Presidential Appointee				
Ex-Officio, USU President	Stan Albrecht			
Ex-Officio, USU Provost	Noelle Cockett			

**Faculty Senate Executive Committee (2-year terms; see USU Policy 402.12.1)**

**The Senate Executive Committee** shall consist of the following 14 members: (a) the Senate President; (b) the Vice President of the Senate; (c) ten elected faculty senators, representing each of the colleges, Cooperative Extension, Regional Campus and Distance Education, and Libraries; (d) the President of the University and Provost, who shall serve as ex-officio members; (e) one senator elected by the Senate from the presidential appointees of the Senate.

A faculty senator elected to the Executive Committee shall serve for a **two-year term**, renewable once.

### Committee on Committees (2-year terms; see USU Policy 402.12.2)

	2014-2015	2015-2016	2016-2017	2017-2018
Senate				
Senate	Dan Davis			
Senate	Sheri Haderlie			

**The Committee on Committees** shall consist of three (3) elected faculty senators. They are elected according to the same procedures, at the same time, and with the same eligibility restrictions that govern election of the Senate President and President-Elect. See policy 402.10.3 and 7.3. Members of the Committee on Committees serve **two-year terms**. They elect a chair from within their membership. **Elected from the faculty senate**

### Academic Freedom and Tenure Committee (see USU Policy 402.12.3)

College	2014-2015	2015-2016	2016-2017	2017-2018
Agriculture/Applied Sciences	Grant Cardon			
Business	Kathy Chudoba (sabbatical) /Yong-Seog Kim	Yong-Seog Kim ?	Yong-Seog Kim ?	
CCA	<b>Bruce Duerden</b>	Bruce Duerden	Bruce Duerden	
CHaSS	Cathy Bullock	Cathy Bullock		
Education & Human Services	<b>Troy Beckert</b>	Troy Beckert	Troy Beckert	
Engineering	Robert Spall			
Natural Resources	Peter Adler	Peter Adler		
Science	<b>Farrell Edwards</b>	Farrell Edwards	Farrell Edwards	

**Academic Freedom and Tenure Committee (see USU Policy 402.12.3)**

The Academic Freedom and Tenure Committee consists of the following 13 members: (a) seven faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Cooperative Extension; (c) one faculty member elected by and from the faculty in the Libraries; and (d) one faculty member elected by and from Regional Campuses and Distance Education, and (e) three faculty members appointed from the 55 elected faculty senators by the Committee on Committees. **Elected from faculty in each college and represented group. Three appointments from Faculty senators.**

Libraries	Becky Thoms	Becky Thoms		
Extension	Kathy Riggs			
Regional Campus & Distance Ed.	Nathan Straight	Nathan Straight		
USU Eastern	<b>Anthony Lott (2)</b>	Anthony Lott (2)	Anthony Lott (2)	
Senate	Foster Agblevor			
Senate				
Senate	John Stevens			
Senate 1-yr supplemental				
Senate 1-yr supplemental				
Senate 1-yr supplemental				
Senate 1-yr supplemental				

Committee members elected from the faculty shall be elected and will serve terms in accordance with policy 402.11.2. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2(4) and will serve three year terms; see also policy 402.11.2.

#### Budget and Faculty Welfare Committee (see USU Policy 402.12.4)

College	2014-2015	2015-2016	2016-2017	2017-2018
Agriculture/Applied Sciences	<b>Michael Pate</b>	Michael Pate	Michael Pate	
Business	Alan Stephens (2)	Alan Stephens (2)		
CCA	Leslie Timmons	Leslie Timmons		
CHaSS	Diane Calloway-Graham	Diane Calloway-Graham		
Education & Human Services	Dale Wagner			
Engineering	Vicki Allan			
Natural Resources				
Science	Stephen Bialkowski (2)	Stephen Bialkowski (2)		
Libraries	<b>Carol Kochan (2)</b>	Carol Kochan (2)	Carol Kochan (2)	
Extension	Joanne Roueche	Joanne Roueche		
Regional Campus & Distance Ed.	Rich Etchberger	Rich Etchberger		
USU Eastern	<b>Mike Kava</b>	Mike Kava	Mike Kava	
Senate	Ilka Nemere (2)			
Senate	Christopher Skousen			
Senate	Scott Bates (2)			

#### Budget and Faculty Welfare Committee (see USU Policy 402.12.4)

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5). Elected from faculty in each college and represented group. Three appointments from Faculty senators.

#### Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)

College	2014-2015	2015-2016	2016-2017	2017-2018
Agriculture/Applied Sciences	Heidi Wengreen			
Business	<b>Dan Holland</b>	Dan Holland	Dan Holland	
CCA	Chris Gauthier	Chris Gauthier		
CHaSS	Terry Peak	Terry Peak		
Education & Human Services	<b>Bob Morgan</b>	Bob Morgan	Bob Morgan	
Engineering	William Rahmeyer			
Natural Resources	Terry Messmer	Terry Messmer		
Science	Ian Anderson (2)	Ian Anderson (2)		
Libraries	<b>Jennifer Duncan</b>	Jennifer Duncan	Jennifer Duncan	
Extension	<b>Jerry Goodspeed (2)</b>	Jerry Goodspeed (2)	Jerry Goodspeed (2)	
RCDE	Nikole Eyre	Nikole Eyre		
USU Eastern	<b>Steve Nelson</b>	Steve Nelson	Steve Nelson	
Senate	Jeanette Norton			
Senate				
Senate	Stephen Bialkowski			

#### Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5). Elected from faculty in each college and represented group. Three appointments from Faculty senators.

**Educational Policies Committee** (see USU Policy 402.12.6)

College	2014-2015	2015-2016	2016-2017	2017-2018
Provost Office				
Agriculture & Applied Sciences	Ed Reeve	Ed Reeve		
Business	Kelly Fadel	Kelly Fadel		
CCA	Kevin Olson	Kevin Olson		
CHaSS	<b>Eddy Berry (2)</b>	Eddy Berry (2)	Eddy Berry (2)	
Education & Human Services	<b>Jared Schultz</b>	Jared Schultz	Jared Scholtz	
Engineering	Thom Fronk			
Natural Resources	Karen Mock			
Science	Richard Mueller			
Regional Campus & Distance Ed.				
USU Eastern	<b>Russell Goodrich</b>	Russell Goodrich	Russell Goodrich	
Libraries	Kacy Lundstrom	Kacy Lundstrom		
Graduate Council (faculty)				
ASUSU President				
ASUSU Academic Senate President				
ASUSU Graduate Studies VP				
Curriculum subcomm. Chair				
Gen Ed subcomm. Chair				
Acad Stds subcomm. Chair				
Registrar (ex officio)				
Staff				

**Educational Policies Committee (see USU Policy 402.12.5)**

The Educational Policies Committee consists of the Provost; one faculty representative from each college; one faculty representative from Regional Campuses and Distance Education; one faculty representative from the Libraries; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, and Academic Standards Subcommittee; two student officers from the elected ASUSU student government; and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2. **(3 year terms)** Elected from each college and reprinted faculty group; Other representative appointed from their associated groups.

1-year term

1-year term

1-year term

**Curriculum Subcommittee of EPC** (see USU Policy 402.12.6(5))

College	2014-2015	2015-2016	2016-2017	2017-2018
Agriculture/Applied Sci. curric. comm. ch	Ed Reeve			
Business curric. comm. chair	Chris Fawson			
CCA curric. Comm.chair	Nick Morrison			
CHaSS curric. Comm. Chair				
Ed. & H. S. curric. comm. chair				
Engineering curric. comm. chair				
Nat. Res. curric. comm. chair				
Science curric. comm. chair				
Libraries				
RCDE				
USU Eastern				
Gen. Ed. Subcomm. Chair, <i>Ex Off.</i>				
AS Subcommittee Chair, Ex-Off.				
Graduate Council				
ASUSU Academic Senate President				
ASUSU Graduate Studies VP				
ASUSU President				
Staff:				
Registrar's Office				
Registrar's Office				

2007-2008 Roland Squire, Registrar's Office

2007-2008 Cathy Gerber, Registrar's Office

**Curriculum Subcommittee of EPC (see USU Policy 402.12.6(5))**

This subcommittee shall consist of the seven chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Libraries, and two students, one from the ASUSU and one from the GSS. **The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year** and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

**General Education Subcommittee of EPC** (virtually all "additional members" serving 2-year terms; Policy 402.12.6(6))

College	2014-2015	2015-2016	2016-2017	2017-2018
Chair				
Agriculture/Applied Sciences	Lee Rickords			
Business	Chris Fawson	Chris Fawson		
CCA				
CHaSS				
Education & Human Services				
Engineering				
Natural Resources				
Science				
Libraries				
Regional Campuses & Distance Ed.				
USU Eastern				
Provost Office				
ASUSU Officer				
American Institutions				
Communications Lit./Intensive				
Creative Arts				
English (Ex-Officio)				
Humanities				
Life & Physical Sciences				
Quantitative Literacy/Intensive				
Social Sciences				
Student Services (Ex-Officio)				
Scheduling (no longer needed)				
University Advising (Ex-Officio)				
HASS Advising Center (Ex-Officio)				
Honors (Ex-Officio)				

**General Education Subcommittee of EPC** (virtually all "additional members" serving 2-year terms; Policy 402.12.6(6))

The subcommittee shall consist of three faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the University. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.

**Academic Standards Subcommittee of EPC** (virtually all "additional members" serving 2-year terms; Policy 402.12.6(7))

College	2014-2015	2015-2016	2016-2017	2017-2018
Agriculture/Applied Sciences				
Business				
CCA				
CHaSS				
Educ. & Human Services				
Engineering				
Natural Resources				
Science				
Libraries				
RCDE				
USUAS				
Provost Office				
Registrar's Office				
Advising & Transfer Services				

**Academic Standards Subcommittee of EPC** (virtually all "additional members" serving 2-year terms; Policy 402.12.6(7))

The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise. Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.



**Faculty Evaluation Committee** (see USU Policy 402.12.7)

College	2014-2015	2015-2016	2016-2017	2017-2018
Agriculture/Applied Sciences	Arthur Caplan			
Business	Alan Stephens			
CCA	<b>Raymond Veon</b>	Raymond Veon	Raymond Veon	
CHaSS	<b>Cacilda Rego</b>	Cacilda Rego	Cacilda Rego	
Education & Human Services	Kit Mohr	Kit Mohr		
Engineering	Oenardi Lawanto			
Natural Resources				
Science	<b>Tom Lachmar (2)</b>	Tom Lachmar (2)	Tom Lachmar (2)	
Libraries	Sandra Weingart			
Extension	Jeff Banks (2)	Jeff Banks (2)		
Regional Campus & Distance Ed.	Karen Woolstenhulme			
USU Eastern	<b>Elias Perez</b>	Elias Perez	Elias Perez	
ASUSU Academic Senate Pres.				
ASUSU Student Advocate				
ASUSU Graduate Studies Senator				

**Faculty Evaluation Committee** (see USU Policy 402.12.7)

The committee shall consist of one faculty representative from each college, one faculty representative from Cooperative Extension, one faculty representative from Regional Campuses and Distance Education, one faculty representative from the Libraries, two student officers from the ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2. **three year terms** The committee will elect a chair from its members. **Elected from each college; Student reps according to position.**

**Faculty Diversity, Development, and Equity Committee** (see USU Policy 402.12.8)

College	2014-2015	2015-2016	2016-2017	2017-2018
Agriculture/Applied Sciences	<b>Man-Keun Kim</b>	<b>Man-Keun Kim (2)</b>	<b>Man-Keun Kim (2)</b>	<b>Man-Keun Kim (2)</b>
Business	Robert (Bob) Mills	Robert (Bob) Mills		
CCA	Nancy Hills	Nancy Hills		
CHaSS	<b>Jim Rogers</b>	Jim Rogers	Jim Rogers	
Education & Human Services	<b>Cinthay Saavedra</b>	Cinthya Saavedra	Cinthya Saavedra	
Engineering	<b>Reyhan Baktur</b>	Reyhan Baktur	Reyhan Baktur	
Natural Resources	Helga Van Miegroet			
Science	Nancy Huntly	Nancy Huntly		
Libraries	<b>Connie Woxland</b>	Connie Woxland	Connie Woxland	
Regional Campus & Distance Ed.	Christopher Johnson	Christopher Johnson		
USU Eastern	<b>Jennifer Truschka (2)</b>	Jennifer Truschka (2)	Jennifer Truschka (2)	
Extension	Clark Israelsen			
Senate				
Senate				
Senate				

**Faculty Diversity, Development, and Equity Committee** (see USU Policy 402.12.8)

The duties of the Faculty Diversity, Development, and Equity Committee are to collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; report on the status of faculty development, mentoring, diversity, and equity; and make recommendations for implementation.

**End of start-up terms (07+) were determined by Committee**

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Diversity, Development, and Equity Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5). **Elected from faculty in each college and represented group. Three appointments from Faculty senators.**

Excutive Committee of the Faculty Forum (see USU Policy 402.12.9 was 12.8)

The membership of this committee shall consist of the 11 elected members of the Executive Committee of the Senate (see policy 402.9).

Senate Handbook Committee (2-year terms; see USU Policy 402.12.10 was 12.9)

	2014-2015	2015-2016	2016-2017	2017-2018
Immediate Past Senate President				
Senate President				
Senate President-Elect				

Excutive Committee of the Faculty Forum (see USU Policy 402.12.9 was 12.8)

Senate Handbook Committee (2-year terms; see USU Policy 402.12.10 was 12.9)

This committee consists of three members appointed from the Senate, one of whom is the immediate past Senate President. Additional members may be appointed by the Committee on Committees. All members of this committee serve two year terms in accordance with policy 402.11.2 and 12.2(4). Three appointments from the FS, one is the immediate past Senate President and one is the current president.

UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY SENATE REPRESENTATION (see both 105.2 and 402.12.13)

Athletic Council (see USU Policy 105.2.1(2))

	2014-2015	2015-2016	2016-2017	2017-2018
3 men faculty reps				
appt'd. by Senate	Andy Walker			
3-year staggered terms				
3 women faculty reps				
appt'd. by Senate	Jennifer Duncan			
3-year staggered terms	Sandra Weingart			

Athletic Council (see USU Policy 105.2.1(2))

The Athletic Council advises the President with respect to the athletic program. Six faculty members, three men and three women with academic rank are elected by the Senate for terms of three years, with terms staggered so that two retire each year.

Bookstore Committee

2 faculty reps apptd by Senate	2014-2015	2015-2016	2016-2017	2017-2018
2-year staggered terms				

Bookstore Committee

The Committee includes two faculty appointed by the Senate for two year terms. The committee is chaired by one of the two faculty members. Two faculty appointed from the FS

Calendar Committee

4 faculty reps apptd by Senate Pres.	2014-2015	2015-2016	2016-2017	2017-2018
3 year term				
	John R. Stevens			
	Scott Bates			

Calendar Committee

Membership on the committee includes four faculty appointed by the president of the Faculty Senate for three-year terms. Four faculty appointed by the President of the FS

Facilities Naming Committee

2 faculty reps appt'd by Senate Pres.	2014-2015	2015-2016	2016-2017	2017-2018
(2-year terms seem implied)				

Facilities Naming Committee

The committee membership includes two faculty appointed by the President of the Senate. Two faculty members appointed by the President of the FS

**Graduate Council** (see USU Policy 105.2.1(6))

1, 2, and 4 year terms	2014-2015	2015-2016	2016-2017	2017-2018
Dean of Graduate Studies	Mark McLellan	Mark McLellan		
Library (Dean of Inform. & Learning Res.)				
Agriculture/Applied Sciences 4-year term	Paul Johnson (thru 2016)	Paul Johnson		
Arts 4-year term	Dennis Hassan			
Business 4-year term				
Education & Human Services				
Engineering 4-year term	David Geller	David Geller		
CHaSS 4-year term	Peter McNamara	Peter McNamara		
Natural Resources 4-year term				
Science 4-year term	Michelle Baker			
Senate 2 year term	Charles Waugh			
GS representative 1-year term				
GS representative 1-year term				
GS representative 1-year term				
GS representative 1-year term				

**Graduate Council** (see USU Policy 105.2.1(6))

The Graduate Council consists of: (1) the Dean for the School of Graduate Studies; (2) the Dean of Information and Learning Resources; (3) one faculty member from each of the colleges of the University [elected, in a manner consistent with policy 402.10.2]; (4) one representative from the Faculty Senate; and (5) two graduate students. All college faculty representatives serve four-year terms, with two elected each year. The Faculty Senate representative is nominated by the Faculty Senate for a two-year term.

The Dean of the School of Graduate Studies chairs the council and rules on all exceptions or adjustments to policy [regarding graduate students] by and with the advice of the council.

**Honorary Degrees and Awards Screening Committee**

	2014-2015	2015-2016	2016-2017	2017-2018
7 senate candidates of which the Senate votes 3 nominees from which President appoints 1.				
3-year staggered terms				

**Honorary Degrees and Awards Screening Committee**

A Senate vote is required for this committee (per Trustees Policies & Procedures). The Faculty Senate nominates a slate of seven candidates and votes for three. The top three names are sent to the president of the University. From this slate, one is appointed each year for a total of three faculty members representing the Faculty Senate. The term of office is three years.

**Honors Program Advisory Board**

	2014-2015	2015-2016	2016-2017	2017-2018
1 Senate Rep appointed 1 year terms (renewable)				

**Honors Program Advisory Board** - The board is composed of representatives from the colleges, the Faculty Senate, Research, the Provost's Office, and the Honors student body. Terms are annual but renewable.

**Parking / Transportation Advisory Committee**

	2014-2015	2015-2016	2016-2017	2017-2018
2 faculty reps apptd by Senate				

**Parking/Transportation Committee** - Two faculty members are appointed by the President of the Senate to serve on this committee.

**Research Council** (see USU Policy 105.2.1(8))

	2014-2015	2015-2016	2016-2017	2017-2018
1 faculty rep appt'd. by Senate				
2-year terms are traditional				

**Research Council** (see USU Policy 105.2.1(8))

The VP for Research has invited 1 senate rep who per 105.2.1(8) must be approved by the Senate.

**Department Teaching Excellence Award Committee**

	2014-2015	2015-2016	2016-2017	2017-2018
2 senators appt'd. by Senate				
for 2-year terms	Ilka Nemere			

**Department Teaching Excellence Award Committee**

... appointed by the Provost ... to review department documentation in support of learning excellence. ... Two representatives from the faculty senate ... will be asked to serve for a two-year term ... staggered to ensure consistency of the review process across annual review cycles.

University Assessment Coordinating Council (see USU Policy 105.2.1(9))					
2 senators appt'd. by Senate	2014-2015	2015-2016	2016-2017	2017-2018	<b>University Assessment Coordinating Council (see USU Policy 105.2.1(9))</b>  Membership of the Council: The permanent membership of the University Assessment Coordinating Council consists of (1) ... (9) two faculty senate members appointed by the Faculty Senate; (10) on faculty member appointed by the Provost; (11) the Provost (ex officio); (12) an Assistant Provost (ex officio); (13) members of the Office of Analysis, Assessment, & Accreditation (ex officio).
No Senate representation is required but committee reports are scheduled from the following					
<b>Council on Teacher Education</b> (see USU Policy 105.2.1(3))					
<b>University Libraries Advisory Council</b> (see USU Policy 105.2.1(7))					
<b>University Scheduling Committee</b>					

**Utah State University  
Faculty Service Award**

14April14

The Faculty Service Award will be given each year to recognize and emphasize excellence in service to the operations and governance of the University. Recognized activities will include service at the University, College and/or Department levels and may include Libraries and Extension. Examples include:

- Service on one or more of the standing or ad hoc committees of the Faculty Senate or on other councils, committees, and/or task forces addressing specific university issues and initiatives,
- Service on Department, College, or University-level committees,
- Service on search committees or promotion/tenure committees,
- Other activities performed in service to the University.

The award is not intended to recognize service to the profession or community outside USU.

The University awardee will be selected from the pool of College awardees that are chosen annually by each of the eight academic colleges (including RCDE campuses), Extension, and Libraries. The Faculty Evaluation Committee (FEC) of the Faculty Senate will oversee the selection of the University awardee.

The Faculty Service Award will be announced at the annual Robins Awards Ceremony and recognized at the University Spring Commencement Ceremony. The recipient of the award will be given a prize of \$1,000.

**Criteria**

Nominees must be full-time faculty members (tenure-track, tenured, or term appointments) without administrative role statements. Because so many individuals are potentially deserving of this award, past recipients will not be considered, nor will current, recent (within 3 years of serving) Faculty Senate presidents. The following criteria for selection of the nominees shall apply:

1. Excellence in institutional service over at least three years as supported by letters from peers and other evidence.
2. Evidence of effective leadership while involved in service activities.
3. Evidence of outstanding quality, innovation, and impact in service activities.

**Nomination Materials**

In order to provide greater uniformity in the process, nomination materials from College winners of this award will include:

1. A statement from the nominee summarizing his or her activities in institutional service over at least the last three years (2 pages maximum).
2. A short CV that emphasizes service roles and leadership in University service (3 pages maximum)
3. Letters of support from peers who are familiar with the candidate's institutional service (maximum of five letters of no more than 2 pages each).

## **Issues on Reviews of Administrators**

From Faculty Forum, Nov 4, 2013, two issues were brought up regarding the faculty evaluations of administrators:

- 1) Implementing the evaluations more frequently: annual reviews or semi-annual reviews, and
- 2) Sharing the results of the evaluations.

### ***Policy Manual 104, The University President and other officers:***

#### **104.4.7 Performance Evaluation**

All Executive Officers of the University shall be subject to comprehensive reviews of their performances at least every five years.

#### **104.5.1 Deans**

Deans are administratively responsible and report to the Provost for functions and duties of their offices. Deans are subject to comprehensive review at least every five years.

**104.5.2 paragraph 3.** A comprehensive performance evaluation of new department heads will be conducted during their third year as head. Thereafter, a comprehensive performance evaluation will be conducted every five years. Each department head will also have an annual review. All reviews of department heads will be the responsibility of the dean.

### ***Our Record:***

The IDEA administrative reviews have already been done for Deans and Department Heads.

- The Deans were reviewed most recently between 2010 and 2011. Agriculture, Engineering, and Natural Resources deans were evaluated in 2010 and the Business dean was evaluated in 2011. The Provost's Office instructed the AAA Office which Deans would be evaluated. We believe that criteria were used to make that selection and ensure that deans had been in their positions long enough (I believe 3 years) to have an evaluation be fair as well as productive.
- The Department Heads had their IDEA Evaluations done in the Spring of 2010, and again in 2013.
- The results of the reviews of the Deans and the Department Heads were given to the Provost's office.
- A review of the Provost (Ray Coward) was done sometime between 2010 and 2012.
- A review of the President was done by the Board of Trustees in 2010.

# POST TENURE REVIEW PROCESS

